



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.ClarkCountyNV.gov

Part-Time Employment

For the position of: PROGRAM ASSISTANT

Location: Helen Meyer Community Center

Shelly Gulotta
4525 New Forest Drive, Las Vegas, NV 89147
(702) 455-7723
GULOTTMS@ClarkCountyNV.gov

SALARY

\$8.25 - \$9 Hourly

OPENING DATE: October 11, 2011

CLOSING DATE: Until Filled

ABOUT THE POSITION: Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits. Front desk operations, open recreation program and early childhood program, hired employee will lead activities, wait on customers and create a fun fill atmosphere. Must be flexible and have a desire to work with ages 3-12.

OF VACANCIES: Multiple

MINIMUM REQUIRMENTS

Education and Experience: Experience with youth ages 3-12, front desk, computer skills and customer service. Must like to work with children, play games and lead activities.

Preferred Qualifications: Experience teaching or assisting in a recreation environment/educational setting and front desk customer service, in a volunteer or paid capacity is preferred.

Licensing and Certification: Applicant must already possess, or be willing to obtain, CPR and First Aid Card.

Working Conditions: This position is for weekdays. Must be able to lift up to 50 pounds and moderate stooping, reaching, bending and sitting.

Background Investigations: Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at
<http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>